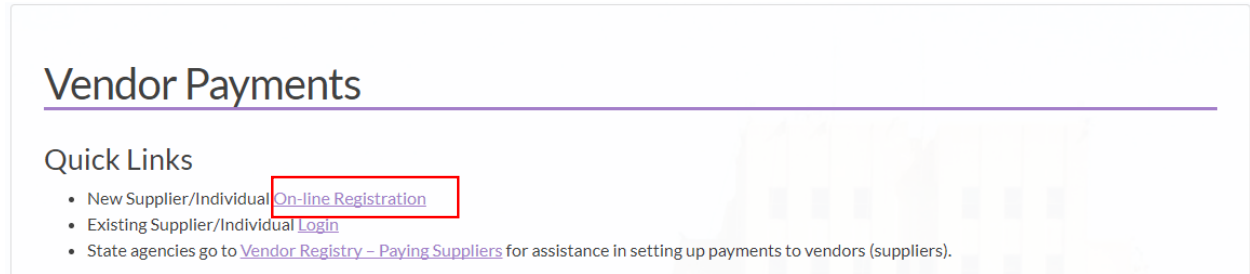


1. Click “On-line Registration” to begin the application process to register as a new supplier or individual to receive payment.

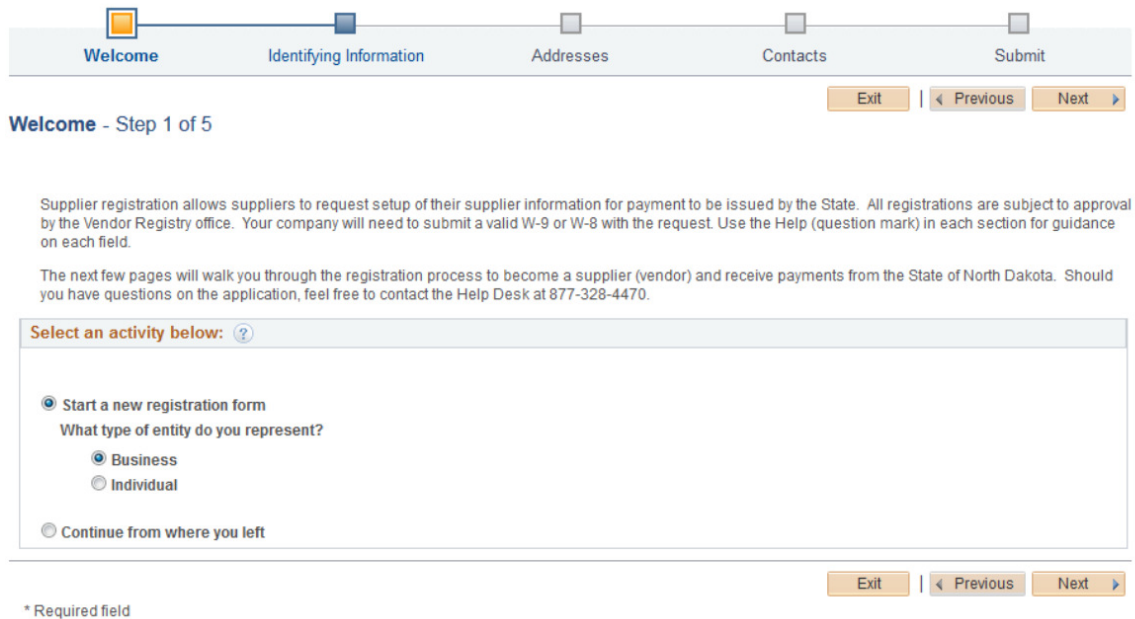


Vendor Payments

Quick Links

- New Supplier/Individual [On-line Registration](#)
- Existing Supplier/Individual [Login](#)
- State agencies go to [Vendor Registry – Paying Suppliers](#) for assistance in setting up payments to vendors (suppliers).

2. Choose whether you are registering as an Individual or Business and click “Next”.



Welcome Identifying Information Addresses Contacts Submit

Exit | Previous Next

Welcome - Step 1 of 5

Supplier registration allows suppliers to request setup of their supplier information for payment to be issued by the State. All registrations are subject to approval by the Vendor Registry office. Your company will need to submit a valid W-9 or W-8 with the request. Use the Help (question mark) in each section for guidance on each field.

The next few pages will walk you through the registration process to become a supplier (vendor) and receive payments from the State of North Dakota. Should you have questions on the application, feel free to contact the Help Desk at 877-328-4470.

Select an activity below: ?

☒ Start a new registration form

What type of entity do you represent?

☒ Business

☐ Individual

☐ Continue from where you left

Exit | Previous Next

* Required field

Supplier On-line Registration Quick Help Guide

3. Provide identifying information about yourself or your business. If at any time you need additional help for a field, you can click the HELP (?) next to the section heading.

****Helpful hints.....**

Company Identification Number – A unique number of your choosing to identify yourself or business. You may choose any numerical value between 4 and 6 numbers.

Tax Identification Number or SSN – Individuals or Sole Proprietors should enter your Social Security Number. Businesses should enter the Tax Identification Number (FEIN) used to file with IRS.

Supplier Name – Individuals enter as LAST NAME, FIRST NAME, MIDDLE INITIAL (e.g. DOE, JOHN G). Business enter your business name.

Profile Questions relate to how you file your tax information with IRS.

Add Attachment – Use the link to the right of the paper clip to select and complete the appropriate IRS form. Once the form is completed, save it to your desktop or application that you can browse and select the document for attachment.

Welcome	Identifying Information	Addresses	Contacts	Submit
---------	--------------------------------	-----------	----------	--------

Exit Save for Later | Previous Next

Identifying Information - Step 2 of 5

Individual's names should be entered as LAST, FIRST MI (e.g. DOE,JOHN S). Commas and apostrophes should not be used in business names. Only commas (,) hyphens (-) and ampersand (&) special characters are allowed.

Unique ID & Company Profile ?

* Company Identification Number

Tax Identification Number

* Supplier Name

Additional Name

http://URL [Open URL](#)

☒ US Based Business
☐ Foreign Based Business

Profile Questions ?

* Tax Classification [?](#)

* Do you report payment information to IRS?

* OMB/IRS Form Link [Add Attachment](#) [https://www.nd.gov/omb/vendor/vendor-payments](#)

Attach a copy of your IRS tax-exempt determination letter if your non-profit organization is federally exempt. [Add Attachment](#)

Comments ?

Exit Save for Later | Previous Next

* Required field

4. Enter the mailing address for payments and correspondence to be sent. If multiple addresses exist, use the “Additional Address” section to add as many addresses as necessary.

WelcomeIdentifying Information**Addresses**ContactsSubmit

ExitSave for LaterPreviousNext

Addresses - Step 3 of 5

If multiple remittance addresses exist enter them here with the headquarters as the Primary. Payment/Banking information must be entered for each address, as well as 1099 Reporting Information if you or your organization receive reportable payments.

Primary Address

* CountryUSAUnited States

Address 112 MAIN ST

Address 2

Address 3

CityMINOT

County

StateNDNorth DakotaPostal58701

Email ID

Payment/Banking Information
1099/Withholding Information

Additional Address

Add any addresses you require that are different from the address provided above

FindFirst1 of 1Last

* CountryUSAUnited States

Address 1

Address 2

Address 3

City

County

StatePostal

Email ID

Payment/Banking Information
1099/Withholding Information

Add Another AddressDeletePreviousNext

ExitSave for LaterPreviousNext

Supplier On-line Registration Quick Help Guide

*Each address requires Payment/Banking Information and 1099/Withholding Information be defined if you file with IRS.

Payment/Banking Information ?

Payment Method: **ACH** ▼

Email ID:

Email Payment Advice: ☐

Bank Name:

Bank Account Type:

ABA Routing Number:

Bank Account #:

Personal Account: ☐

Choose "ACH" to have payments direct deposited into your account.

Email ID - Choose the email address to receive notification of payment.

Email Payment Advice – Opt in to receive payment advice for ACH.

Bank Name – Name of financial institution as it appears on checks.

Bank Account Type – Type of account.

ABA Routing Number – Bank routing number (exactly 9 digits).

Bank Account # - Your bank account number.

Personal Account – Select if this is a personal checking account.

1099/Withholding Information ?

TIN Type: **SSN** ▼

Taxpayer Identification Number:

*Withholding Type	*Withholding Class
1099 - 1099 Withholding ▼	07 - Non-Employee Compensation ▼ <input type="button" value="x"/>

Choose the 1099 reporting type for the type of payments you will receive and your business type. You may have gotten guidance from the agency issuing you payment.

Three Withholding Types exist; 1099-Misc, 1099-G, or 1099-S with their associated Withholding Classes.

Helpful reference:

1099-Misc/Withholding Information

- "07 - Non-Employee Compensation" and/or
- "03 – Other Income" for unearned income (grants, awards, etc.) or
- "06 - Medical Corp or Healthcare payments" or
- '07 and 14 Gross Attorney Proceeds; Legal Corp

1099-G Certain Government Payments

- "06 – Taxable Grants" and/or
- "07 – Agriculture Payments"

1099-S Proceeds from Real estate

- "02 –Gross Proceeds" for Royalties

Supplier On-line Registration Quick Help Guide

5. Provide contact information. At least one Primary Contact must exist. Only Primary Contacts and/or Executive Management Contact Types will be able to edit supplier/individual profiles once the application is approved.

Contacts - Step 4 of 5

To ensure you receive correspondence about your account, if a contact is absent or leaves the company, use an 'info email account' for at least one contact's email address. Each contact must be designated to an address. One Primary Contact must exist.

Company Contacts ?

Primary	Name	Contact Type	Phone	* Designate Address
<input type="radio"/>	Description			

Add Contact

* Required field

Add Contacts

Contact Information ?

* First Name: John ☒ Primary Contact

* Last Name: Doe

Title:

* Email ID: jdoe@jdoe.com

* Telephone: 1234567890 Ext:

Fax Number:

* Contact Type: Executive Management

User Profile Information ?

* Requested User ID: jdoe

* Display Name: John Doe

OK Cancel

Every contact must be linked to a Designated Address.

Company Contacts ?

Primary	Name	Contact Type	Phone	* Designate Address
<input checked="" type="radio"/>	John Doe	Executive Management	123/456-7890	600 E BROADWAY AVE

- Review your registration information and 'Click to accept the Terms of Agreement'. After submitting your registration application an email will be sent to confirm your registration was submitted. The Vendor Registry Office will review your application for accuracy and approval.

The screenshot shows the 'Submit' step (Step 5 of 5) of the registration process. At the top, a progress bar indicates the steps: Welcome, Identifying Information, Addresses, Contacts, and Submit (which is highlighted). Below the progress bar, there are navigation buttons: Exit, Save for Later, Previous, and Next. The main content area is titled 'Submit - Step 5 of 5'. It contains instructions: 'Review your registration information and the "Terms of Agreement". Click to accept the Terms of Agreement and "Submit" your registration to Vendor Registry for approval. You may "Save for Later" to leave and continue registration where you left off. Click the "Review" button to review the registration information. Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement.' Below this, it states 'Email communication regarding this registration will be sent to:' followed by a text input field containing 'rkhelgson@nd.gov - Whatever your email address is'. A section titled 'Terms and Conditions' with a help icon (?) contains the text 'Make sure you read terms of agreement fully before submitting your registration.' and a checkbox labeled 'Click to accept the Terms of Agreement below.' which is checked. Below the checkbox is a link 'Terms of Agreement'. At the bottom of the form are 'Review' and 'Submit' buttons. A second set of navigation buttons (Exit, Save for Later, Previous, Next) is located at the very bottom of the page.

Note:

If you receive a rejection email notice after submitting your application, it likely your information already exists in our system and is a duplicate. More information will be provided in the email you received.

If you have any questions or feedback regarding your registration please contact the State Procurement, Vendor Registry Help Desk at 701/328-2773 or email spovendor@nd.gov.

ND Office of Management and Budget
State Procurement, Vendor Registry
www.nd.gov/omb/vendor